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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 5 July 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 26 June - 3 July 1956

1. Operations Support #21 ended on Friday 29 June.

2. Administrative Procedures #67 began on Monday. A check made the middle of June indicated a small enrollment for this course. This point was brought up to the Staff Training Officers and in the training officers meeting, consequently the total enrollment for the Administrative Procedures that started 2 July was 28.

25X1 3. A panel discussion [redacted] was presented for the first time to Operations Support by Mr [redacted] of that office. Most of the staff was present and agree completely with the students that it was an excellent presentation handled exceedingly well, and will be continued.

25X1

4. The presentation of Agency organization in Administrative Procedures was revised this time to include seminar discussions at the end of the first day. This added seminar seems most successful and student comprehension appears higher than before. In addition to this, several of the students volunteered words of appreciation in the seminars for the days coverage of organization, which is a distinct departure from the usual confusion at this point in the course.

25X1 5. Miss [redacted] completed the last three weeks of Operations Support #21 on Friday and began the BOC on Monday.

25X1

6. Mr. [redacted] completed the Advanced CE course on Friday.

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7. Mr. [redacted] was on Annual Leave Monday and Tuesday to attend the citizenship ceremonies in which his wife was sworn in as a citizen of the United States.

25X1



25 YEAR RE-REVIEW

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